

**PUBLIC
EDUCATION
COMMISSION**

**Head Administrator or Charter Representative
Change Amendment Form**

The Charter Contract was entered into by and between the New Mexico Public Education Commission and [The MASTERS Program], hereafter "the School", effective [DAY] of [Month], [YEAR]. The School was approved for a [2020-2024] Charter Contract.

The School requests consideration from the Public Education Commission (PEC) to change the terms of its Contract as follows:

CHANGE OF: HEAD ADMINISTRATOR CHARTER REPRESENTATIVE BOTH

Charter Contract currently states:

ORIGINAL INDIVIDUAL ON FILE:

Reid Wessels 505-974-5460 rwessels@tmpsantafe.org

The School requests the Public Education Commission approve the following: changes to the charter contract

EFFECTIVE DATE OF CHANGE: 7-1-2022

NEW INDIVIDUAL ON FILE AND CONTACT INFORMATION:

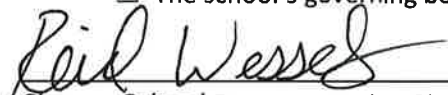
A. Robert Jessen 505.501.0713 rjessen99@gmail.com; rjessen@tmpsantafe.org

Submit this form and all supporting documents to charter.schools@state.nm.us

The School's Head Administrator or Charter Representative Change Amendment is hereby submitted by [CHARTER SCHOOL REPRESENTATIVE] on [DATE], and affirms the school meets the following eligibility criteria:

Amendment must be submitted to the PEC within 30 days of the change being communicated or implemented; and

The school's governing board is in compliance with all reporting requirements.



Charter School Representative Signature

6-9-2022

Date

The School's Head Administrator or Charter Representative Change Amendment was:

Approved Denied

Chair, Public Education Commission

Date

STATE OF NEW MEXICO



In Recognition of
The Fulfillment of the Requirements for
School Personnel Licensure
this

LEVEL THREE-B PRE K-12 ADMINISTRATIVE
is issued to

ROBERT JESSEN

Effective from July 01, 2020 to June 30, 2025
Licensure Number: 336096

A handwritten signature in black ink, reading "Ryan Stewart".

Secretary of Education



The MASTERS Program

Early College Charter High School

Governing Council Meeting

Tuesday, May 10, 2022 5:00 – 7:00 P.M.

SFCC President's Conference Room 108 - In Person Option
Santa Fe, New Mexico

TMP Admin is inviting you to a scheduled Zoom meeting

Meeting ID: 832 7109 3993

Passcode: TMP2022

Minutes

I. Roll Call 5:06 p.m.

Governing Council members attending:

John Bishop (*Founder, Ex-officio non-voting*), Rick Eppenstiner, Marcos Maez, Lupita Perez, Steven Stauss, David Worsley

Governing Council members and staff not attending:

Steve Ferree, Melynn Schuyler

Guests, Faculty, and Staff:

Chris Gilman (*Business Manager*), Robert Jessen (*Executive Session only*), Jon Pyle (*Faculty Representative*), Reid Wessels (*Head of School*)

Recording Secretary: Carol Witter

II. Discuss and vote on this agenda

Steven Stauss moved to approve the agenda as presented, second by Rick Eppenstiner, passed unanimously.

III. Discuss and vote on April 12, 2022 GC Meeting Minutes

Steven Stauss moved to approve the minutes as presented, second by Rick Eppenstiner, passed unanimously.

IV. Discuss and vote on April 20, 2022 Special GC Meeting Minutes

Steven Stauss moved to approve the minutes as presented, second by Lupita Perez, passed unanimously.

V. Public Comments (Up to 2 minutes per person)

None

VI. Report of the Finance Committee

a. review and recommend approval or disapproval of April 2022 disbursements

The committee met in prior work session to review April disbursements. Lupita Perez provided highlights and reported nothing out of ordinary. Based on the committee's recommendation, Rick Eppenstiner moved to approve the disbursements as presented, second by Steven Stauss, passed by roll call vote.

b. review and recommend approval or disapproval of BARs

Lupita Perez provided highlights for three BARs. Lupita moved to approve as presented BARs: 2122-0019-IB 24101 - Title I ESEA Title I Award \$32,595; 2122-0020-IB 28211 - NM Schools Covid-19 Testing Program DOH State Direct Grant - Initial Budget \$23,340; 2122-0021-I 11000 - Operational 1% ERB Contribution - Increase \$13,707; second by Steven Stauss, passed unanimously by roll call vote.

c. review and recommend approval or disapproval of purchase orders over \$20,000

None

VII. Discuss and vote on the IDEA-B Grant

Reid Wessels reported on \$90,020.41 of special education supplemental federal funds for students with individual education plans (IEP). It covers supplies for students, professional development, student career readiness, psychological evaluations, speech and other occupational therapists, social workers and other specialists. The grant application has been finalized. Steven Stauss moved to approve the application as presented, second by Rick Eppenstiner, passed unanimously by roll call vote.

VIII. Discuss and vote on 2022-2023 salary schedules for Head of School and Director of Guidance positions

Reid Wessels explained that salary increases for both positions are mandated by the State of New Mexico for 2022-2023 and we must be in compliance. Rick Eppenstiner moved to approve the salary schedules as presented, second by David Worsley, passed unanimously.

IX. Discuss and vote on the 2022-2023 school calendar

Reid Wessels reported that the 2022-2023 school calendar is similar to last year, and that multiple staff members worked on the final version. TMP follows the Public Education Department's calendar. Steven Stauss moved to approve the calendar as presented, second by Lupita Perez, passed unanimously.

X. Report of the Head of School

Reid Wessels provided a verbal update, highlighting a busy time of year with budgets, upcoming finals, and graduation. Seniors will have an opportunity to interact with teachers and each other at a barbeque the day after graduation, and everyone is excited to be able to have in person festivities. Transition activities for the new Head of School will start right after graduation wraps up. PED conducted a recent site visit, during which the representative reminded Reid that all Governing Council members, with the exception of Lupita Perez, still have required training hours to complete before 6/30/22.

XI. Report of the Faculty Representative

John Pyle reported that staff are busy and focused on wrap-up activities, including HB43 mandated equity training, the TMP yearbook project, and planning for their end of year staff meeting after students leave. John recognized SFCC's Ernest Kavanaugh for his tireless efforts supporting TMP students.

XII. Report of the Parent Representative

As reported last month, the new Head of School will facilitate the selection of parent representative for the next academic year.

XIII. Report of the Student Representative

No report due to competing work and graduation activities for the student representative. He might be a student speaker at graduation.

XIV. Report of the Audit Committee

The committee did not meet.

XV. Report of the Business Manager

Chris Gilman provided a financial overview YTD through April, showing a strong cash position with continued uptick. Chris noted that we have to budget the cash carry-over fund if TMP plans to spend it. Current expenses are all in line YOY, reflecting a healthy fiscal condition for TMP.

XVI. Open discussion of additional topics or issues from GC members:

- Governing Council voting members' training requirements
 - o Reid Wessels will contact NMPED Charter Schools Technical Assistance and Training Administrator, Missy Brown, regarding a plan to complete training before the June 30, 2022 deadline.
- Rick Eppenstiner reported that a draft letter to Margaret Peters, SFCC's Vice President for Academic and Student Affairs, has been collaborated with various GC members. The next step is for Rick to finalize the draft on TMP letterhead, make a final pass with Reid and Marcos, and then he will email it to Margaret.

XVII. Executive Session: (Governing Council members only)

GC voting members and John Bishop (*Founder, Ex-officio*) met in closed session with Dr. Robert Jessen, finalist for the TMP Head of School position.

Steven Stauss moved to call the Executive Session to order at 6:00p.m., second by Lupita Perez, passed unanimously. David Worsley moved to adjourn the closed session at 6:58p.m., second by Rick Eppenstiner, passed unanimously.

Back in the regular meeting, Steven Stauss moved to approve Dr. Robert Jessen as the new TMP Head of School for the upcoming academic year, second by Rick Eppenstiner, passed unanimously by roll call vote. Dr. Jessen accepted the position.

XVIII. Adjournment

Motion to adjourn the meeting by Rick Eppenstiner, second by David Worsley, passed without dissent. Meeting adjourned at 7:01p.m.

FY2022/2023 Meeting Dates (2nd Tuesday)

| | |
|--|---|
| <ul style="list-style-type: none"> • 7/12/2022 • 8/9 • 9/13 • 10/11 • 11/8 • 12/13 | <ul style="list-style-type: none"> • 1/10/2023 • 2/14 • 3/14 • 4/11 • 5/9 • 6/13 |
|--|---|

Minutes approved by The MASTERS Program Governance Council on June 14, 2022.

Marcos Maez

Marcos Maez (Jun 15, 2022 16:59 MDT)

Governing Council President

TMP Minutes GC Meeting 10.May.2022_Approved

Final Audit Report


2022-06-15

| | |
|-----------------|--|
| Created: | 2022-06-15 |
| By: | Chris Gilman (chris@k12accounting.com) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAABTPfOz9GE1HSMq7ep3jiExfwgKqe_BUS |


"TMP Minutes GC Meeting 10.May.2022_Approved" History

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 Document emailed to marcos.maez@sfcc.edu for signature

2022-06-15 - 8:58:13 PM GMT

 Email viewed by marcos.maez@sfcc.edu

2022-06-15 - 9:16:59 PM GMT

 Document e-signed by Marcos Maez (marcos.maez@sfcc.edu)

Signature Date: 2022-06-15 - 10:59:27 PM GMT - Time Source: server

 Agreement completed.

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